

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	CFAY-N92-04-16
募集締切日: Closing Date	12 Jan 16
発行日: Date of Issue	22 Dec 15

1.職種名 Job title (等級 Grade 3 / 語学等級 LD 1)

Life Guard, #406
(救命職)

募集人数
No. of
Recruitment

1 名

☒ 事務系 ☐ 技能系 ☐ 保安系 ☐ 医療系
Administrative Blue Collar Trade Security Medical

2.部隊 Activity

Commander Fleet Activities, Yokosuka
Fleet Readiness Department
Fitness, Sports and Deployed Forces Support Division
Aquatics Branch

勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka

3.勤務時間 Work Schedule (週 40 時間制 hrww)

勤務日 Work Days: Monday-Thursday and Saturday, 5 days/week
(月一木&土、週5日制)

勤務時間・休憩 Work Hours/Recess Period:

Monday-Thursday 1015-1915/1415-1515, Saturday 0800-1700/1200-1300

☐ 夜勤 Night Shift ☒ 残業 Overtime ☒ 出張 Business Travel

6.職務内容 Duties

Performs rescue work, promptly renders CPR or emergency first aid and calls for medical assistance as necessary. Supervises swimmers for safety and crowd control. Enforces safety and pool regulations. Takes entrance fees and gives swimming tests. Helps with pool parties, swim meets and other aquatic special events. Practices rescue skills on a daily basis to keep proficiency at the American Red Cross standards. Attends mandatory in-service training. Provides swimming lessons to American Red Cross standards. Acquiring American Red Cross Water Safety Instructor (WSI) certification upon employment. Gives basic instruction to Junior Lifeguard participants. Keeps the pool area clean, including picking up garbage, emptying garbage cans, keeping chairs neat and orderly, and maintaining the locker rooms. Performing daily vacuuming, scum line, skimming of the pool, and scrubbing of the deck. Also, keeps equipment orderly and put away, to include swimming training, swim lesson, and cleaning equipment. Test the chlorine and pH hourly for acceptable levels according to health code standards. Helps with seasonal opening and closing of the pools and assists with inclement weather tie downs. Perform other related or incidental duties as assigned.

7.資格要件／身体条件 Qualification/Physical Requirements

- One year of general work experience, OR completion of 2-year junior college/2-year of technical school or 4-year degree in any field.
- Knowledge of customer service concepts and practices.
- Skill in swimming sufficient to qualify and obtain a nationally recognized lifesaving certification within limited time.
- Ability to speak, read and write English at elementary proficiency level (LD-1).

Swimming test will be conducted at the interview.

As a condition of employment, a criminal history background check will be conducted initially for an individual selected for the position. A record re-verification will be conducted every five years after the initial investigation. A selectee is required to sign a Position of Trust Agreement and must maintain a favorable record to remain in the position.

* Handicapped application may be accepted, depending upon the degree and kind of disability.

4.募集範囲 Area of Consideration
I. ☒ 現 MLC/IHA 従業員 (部隊内)
Current MLC/IHA Employee within Activity
II. ☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance
III. ☒ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide
IV. ☒ 外部 Off Base Applicant

5.雇用の種類 Type of Employment

☒ MLC ☐ IHA ☐ HPT
☒ 常用 Permanent
☐ 限定 Limited Term (カ月 Months)

英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input checked="" type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional	
学歴 Educational Background : 7/8 欄参照 See blocks 7 & 8	免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8

8.提出するもの Application and Associated Documents	職務状況 Working Condition																		
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input checked="" type="checkbox"/> 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』 If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input type="checkbox"/> 修了証／証明書の写し Copy of Certificate</p> <p><input type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy</p>	<p>Work on weekend and holidays.</p> <p>Irregular schedule.</p> <p>週末・休日を含む不規則勤務</p> <p>Assigned work schedule are subject to change based on operational requirements.</p> <p>勤務時間は、職務上の必要に応じ、逐次変更されます。</p>																		
<p>9. 応募書類提出先 Office to Submit</p> <p>内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.</p> <p>（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.</p> <p>1. 内部応募者（現 MLC/IHA 従業員）提出先 (米海軍横須賀基地日本人雇用課 (HRO)) : Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):</p> <table border="0"> <tr> <td>〒238-0001</td> <td>〒238-0001</td> </tr> <tr> <td>神奈川県横須賀市泊町 1 番地</td> <td>1 Banchi Tomari-cho, Yokosuka</td> </tr> <tr> <td>PSC 473 BOX 22 CNRJ HRO N132</td> <td>PSC 473 BOX 22 CNRJ HRO N132</td> </tr> <tr> <td>内線/Extension 243-8152</td> <td></td> </tr> </table> <p>米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下に壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。 Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.</p> <p>2. 外部応募者（非従業員）提出先 : Off Base Applicants must submit to:</p> <table border="0"> <tr> <td>〒238-0011</td> <td>〒238-0011</td> </tr> <tr> <td>神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階</td> <td>Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka</td> </tr> <tr> <td>(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)</td> <td>Yokosuka Branch of LMO/IAA</td> </tr> <tr> <td>管理第一係</td> <td>Management #1 Section</td> </tr> <tr> <td>電話番号 Phone 046-828-6959</td> <td></td> </tr> </table> <p>受付時間：月曜～金曜、0830-1730 時（日本の祭日を除く）。雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.</p>		〒238-0001	〒238-0001	神奈川県横須賀市泊町 1 番地	1 Banchi Tomari-cho, Yokosuka	PSC 473 BOX 22 CNRJ HRO N132	PSC 473 BOX 22 CNRJ HRO N132	内線/Extension 243-8152		〒238-0011	〒238-0011	神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階	Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka	(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)	Yokosuka Branch of LMO/IAA	管理第一係	Management #1 Section	電話番号 Phone 046-828-6959	
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10. 事務処理欄 For Official Use

募集部隊担当 Activity POC: CFAY N04CA

軍電 (DSN) 243-8148/8143

PD No.: **CFAY-N921A-006**

PD is accurate and current. Certified by Activity: mm12/11

HRO: (rcvd: 12/16)
au 12/17 kw 12/18

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14